



**LASSEN COUNTY**  
**CHILDREN AND FAMILIES COMMISSION**  
**MEETING MINUTES**

June 5, 2003, 1:30 p.m.  
1345 Barry Creek Plaza, Suite B  
Susanville, California

**Commissioners Present:** Doug McCoy, Bobby Malone, Jim Chapman, Mae Sherman, Kathy Colvin, Alternate, Patsy Jiminez, Sheral Thorlaksson

**Commissioners Absent:** Karol Merten, Elizabeth Elam, Janice Irvin, Alternate Member Brian Dahle, Alternate Member Shannon Gerig,

**Commission Staff:** Laura Roberts, Dennis Wilkes

**Visitors:** Janet Lasick, Tom Keeffer, Cheryl Smith, Lisa Holmstrom

1. **Welcome and Introductions:** Vice Chairperson, Patsy Jiminez called the meeting to order at 1:35 p.m. The Vice Chairperson welcomed everyone, and all introduced themselves.

2. **Public Comment:** There was no public comment.

3. **Approval of Agenda:** Commissioner Chapman moved that the agenda be approved as presented, Commissioner Malone seconded the motion. There was no discussion. The motion passed.

4. **Consent Calendar:** The consent calendar was presented. Item 2c was pulled from the consent calendar for discussion. Commissioner Chapman moved to approve the amended consent calendar. Commissioner Sherman seconded the motion. There was no discussion. The motion passed. Items approved on the consent calendar are:

- 2a. SUBJECT: Approval of Minutes LCCFC Meeting of May 1, 2003
- 2b. SUBJECT: Approval of Fiscal Report
- 2d. SUBJECT: Authorize Travel to School Readiness Workshop in Redding, and Reimbursement of Costs
- 2e. SUBJECT: Authorize payment of CCAFA Dues for 2003, \$250.00
- 2f. SUBJECT: Approval of disbursement of funds for emergency oral health treatment of 3 year old child, not to exceed \$851.00

4a. **CARES Project:** This is item 2c. of the Consent Calendar. SUBJECT: Authorization to Disburse Funds to CARES Project, \$58,000. Commissioner McCoy requested clarification of the expenditure plan for the \$58,000. Dennis Wilkes explained the status of the funds and the schedule of disbursement of stipends, training costs, and other planned expenditures. Commissioner Malone explained that the AB 212 funds must be fully expended by June 30, 2003. State CARES funds also must be expended by June 30. Any local Commission CARES funds remaining in the project at the end of June 2003, can roll forward into the new CARES initiative. There was no further discussion. Commissioner Chapman moved that the \$58,000 be distributed to Diversified Management on behalf of the CARES project. Commissioner Sherman seconded the motion. The motion carried.

5. **Election of Officers:** The slate of officers developed by the committee consists of Doug McCoy, Chairman, Betsy Elam, Vice Chairperson, and Mae Sherman, Secretary/Treasurer. Chairperson Jiminez asked if there were any other nominations. There being none, Commissioner Malone moved that the slate of officers be approved as submitted. Commissioner Chapman seconded the motion. There was no discussion and the motion carried unanimously. The Chairmanship was handed over from Vice Chair Jiminez to Chairman McCoy, who presided over the balance of the meeting.

6. **Approval of Strategic Plan Modifications:** Modifications that were requested at the last meeting were presented. A few minor corrections were requested on the membership page. Lisa Holmstrom inquired about the time line and order of priority regarding establishment of FRC's countywide. It was stated that the order of priority was set by the Commission at an earlier strategic planning session. There was no further discussion. Commissioner Jiminez moved that the strategic plan modifications be accepted as presented. Commissioner Thorlaksson seconded the motion. The motion carried.

7. **Approval of Allocations and Financial Plan Modifications:** Modifications to the Allocation and Financial Plan and Budget were reviewed. Commissioner Jiminez moved that the modifications be approved as submitted. Commissioner Malone seconded the motion. A great deal of discussion ensued. The motion as presented was withdrawn. Commissioner Chapman requested that the budget reflect what was roll over money and what was new funding and also that the revenue and sources be indicated. As the discussion progressed it became apparent that a policy needed to be developed about roll over funds. Commissioner Chapman moved that unexpended allocations roll forward to the next year, reserving to the Commission the right to remove allocations and redistribute funds. Commissioner Jiminez seconded the motion. There was further discussion to request that supplemental information be attached to the budget showing what is roll over and what is new allocation. The Chairman called for the question. The motion carried.

8. **Approval of Budget for 03-04:** It was noted that the Agenda states that the budget is for 2003-2005 when in effect it is for 2003-2004. The budget for FY 2003-2004 was presented. After lengthy discussion, Commissioner Malone moved that the budget be approved with supplemental information being attached to explain what is roll over funding, and what is new funding. Commissioner Chapman seconded the motion. There was no further discussion. The motion carried.

9. **Other:** Laura Roberts explained the CARES banquet and asked who would be attending. Lisa Holmstrom reported on the Growing Great Kids curriculum training that was conducted last week. She indicated there are 26 families requesting services. Everyone was reminded that there is no meeting in July. Items requested for the August Agenda are consideration of an amended contract with ComPAC to incorporate reimbursement provisions covering the AmeriCorps and MAA billing, as well as the additional \$50,000 allocation from the Commission for 2003-2004. Additionally, contracts need to be updated because of the new privacy requirements. It was requested that we consider a new confidentiality policy for the Commission because of the HIPPA regulations. Certificates of Appreciation were presented to the outgoing officers.

10. The meeting was adjourned at 3:00 p.m. Refreshments were served.

Respectfully submitted,

Laura J. Roberts  
Executive Director